



HAZARD COMMUNICATION PROGRAM (Section 7)

PURPOSE:

The purpose of this hazard communication program is to protect Wagner-Meinert, Inc. employees from chemical hazards. Each worker will receive a copy of this hazard communication program during his or her initial hazard communication training session. Also during initial training workers will be informed about where the hazard communication program is kept on site. Workers will have access to the program at all times and will be provided with a copy to put into their personal written safety program binders.

SCOPE

To ensure that all avenues are addressed, the following written Hazard Communication Program is in effect for all Wagner-Meinert, Inc. employees and sub-contractors. These written plans are to be reviewed by our Safety Committee at least every 12 months and updated as necessary to reflect significant changes in the status of our program.

A safety committee has been formed and will be responsible for seeing that all aspects of our program are carried out in the fashion intended. Employees, have a responsibility to learn and follow the sensible procedures we have established to assure basic awareness of hazards in our work place. All HAZCOM information is available in other languages as required.

DOCUMENTS

Appendix 7A Hazardous Materials List (MSDS Index) (Page 7, 8, & 9)

REFERENCES:

- A. Occupational Safety and Health Administration (OSHA), Hazard Communication Standard, 29 CFR 1910.1200.

- B) 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals; Explosives and Blasting Agents, Paragraph (k).
- C) Part 1926--Safety And Health Regulations For Construction

PROCEDURES:

Wagner-Meinert, Inc. Hazard Communication Program is composed of written procedures for each of the elements of the program, including:

- 1.0 LABELING**
- 2.0 MATERIAL SAFETY DATA SHEETS (MSDS)**
- 3.0 WORKER INFORMATION AND TRAINING**
- 4.0 MULTI-EMPLOYER WORK SITES**

1.0 LABELING

- 1.1 The Safety Director and Shop Foreman is responsible for ensuring that all job site containers and shipped containers of chemicals that belong to Wagner-Meinert, Inc. are properly labeled. All labels will be written in English, unless there is a worksite that also requires or has non-english speaking personnel identifying the hazardous chemicals, state or show appropriate hazard warnings and state the name and address of the chemical manufacturer, importer or other responsible party.
- 1.2 Wagner-Meinert, Inc. will rely on the suppliers' labels unless the labels have been removed or are illegible. In such warehouse manager will affix appropriate stick-on labels to the improperly labeled containers. The appropriate information will be added in English to the stick-on labels, including the identity of the hazardous of the hazardous chemicals, hazard warnings and the name and address of the chemical manufacturer, importer or other responsible party.
- 1.3 The chemical containers will be inspected on a regular basis by Safety Director and Shop Foreman to ensure that they are properly labeled and that the labels are current and legible. Containers with labels that have been removed or defaced will be immediately removed from the work area until a proper label is securely attached to the container.
- 1.4 When a chemical is transferred into a secondary container, the container will be properly labeled unless the contents are to be used up immediately. Any employee will immediately revise the label of any chemical whenever he/she becomes newly aware of any significant information regarding chemical hazards.

- 1.5 All OSHA regulated chemicals will be labeled according to the requirements of the applicable standard.



MaxiSoft's Right to Know HazCom Labeling software not only improves the quality and consistency of hazard communication labeling, Material Safety Data Sheets (MSDSs), and employee training, but also significantly cuts costs and boosts efficiency, sometimes as much as 1,000%.

2.0 MATERIAL SAFETY DATA SHEETS (MSDS)

- 2.1 Safety Director is responsible for obtaining and maintaining material safety data sheets for all materials that belong to Wagner-Meinert, Inc.
- 2.2 Wagner-Meinert, Inc. requires all of its suppliers to provide a material safety data sheet for each chemical that it provides to the company. The Safety Director will verify that each chemical used by this company is recorded in the hazardous materials list and that there is a corresponding material safety data sheet for that substance.
- 2.3 Each chemical in the hazardous materials list will have its own designated number written in the far right box of each horizontal column. Each material safety data sheet will have the corresponding hazardous materials list number written on the upper right hand corner of its first page.
- 2.4 Each time a new chemical arrives at the job site and each time newly received chemical information becomes apparent Safety Director will update the hazardous materials list and material safety data sheets as appropriate.
- 2.5 Material Safety Data Sheets will be present at all job sites in a 3-ring binder format. All service trucks and job tool boxes will have a MSDS binder at all times. Workers who need immediate access to material safety data sheets can access them by referring to these binders.

3.0 WORKER INFORMATION AND TRAINING

- 3.1 The Safety Director is responsible for conducting hazard communication training for this company's workers.
- 3.2 The training will be based on general hazard categories including flammability, health, corrosiveness and reactivity hazards. Specific information on each chemical will be readily accessible to all workers through container labels and material safety data sheets.
- 3.3 At the annual refresher session each worker will receive a sample material safety data sheet and a copy of the company's hazard communication program including the completed chemical information list. These items will be used as training materials.
- 3.4 Workers will view hazard communication worker training powerpoint presentation produced by BLR Safety Presentations. The presentations cover:
 - 3.4.1 The requirements of OSHA's Hazard Communication Standard;
 - 3.4.2 The routes of entry of chemicals into the human body;
 - 3.4.3 the methods and observations that may be used to detect the presence or release of hazardous chemicals in the workplace;
 - 3.4.4 the physical, health, corrosiveness and reactivity hazards of the chemicals in the workplace; and
 - 3.4.5 the measures that workers can take to protect themselves from the hazards, such as work practices, emergency procedures and personal protective equipment (PPE).
- 3.5 Workers will participate in a lecture and be encouraged to engage in discussion on:
 - 3.5.1 The identity of the company's contact person for worker questions or concerns regarding hazardous chemicals on the job site;
 - 3.5.2 The location of the company's hazard communication program and material safety data sheets;
 - 3.5.3 The contents of the company's hazard communication program, including the chemical information list;
 - 3.5.4 The company's chemical container labeling system;
 - 3.5.6 How to read and interpret hazard warning labels and material safety data sheets;
 - 3.5.7 Specific job site operations where hazardous chemicals are present; and
 - 3.5.8 Now workers can obtain and use the appropriate hazard information.
- 3.6 At the initial training session and at each subsequent training session, workers will be encouraged to ask questions and engage in discussion about hazard communication.

- 3.7 A hazard communication training session will be arranged for each new worker. Workers will receive the company's initial hazard communication training before they are permitted to start work where exposure to a hazardous chemical could occur.
- 3.8 Each time a new chemical hazard is introduced into the workplace, all company workers will receive training on the identity of the new chemicals, the hazards associated with them and how they can protect themselves from the hazards.

3.9 **Non-Routine Tasks**

- 3.9.1 Each time it is necessary to conduct a non-routine work task where chemicals are involved, each company worker that could be exposed to a chemical hazard will receive task-specific, chemical hazard training before starting the work.
- 3.9.2 The training will be in lecture format and participants will be encouraged to ask questions and engage in discussion about the task-specific chemical hazards and the means by which they can protect themselves from the hazards.

4.0 **MULTI-EMPLOYER WORK SITES**

- 4.1 Project manager/Project Engineer on a multi-employer work site, will send a form letter and a copy of Wagner-Meinert, Inc. Hazard Communication Program (Section 7) to every contractor employed on the site at their request. The form letter will invite each employer to access material safety data sheets at any time and describe where the data sheets are maintained on the job site. The hazard communication program also states where other employers can access material safety data sheets and describes the chemical container labeling system used by the company.
- 4.2 The form letter to other employers will also request that each of them provide a copy of their company's hazard communication program.

DOCUMENT MANAGEMENT:

There is only one document associated with the Wagner-Meinert, Inc. hazard communication program

Appendix 7A Hazardous Materials List (Page 7 and 8)

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Hot Work Permit Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on September 15, 2000, replacing the former Hazard Communication Program entirely.

Revision No. 1 (September 15, 2000)
Revision or Review No. 2 (January 15, 2001)
Revision or Review No. 3 (January 10, 2002)
Revision or Review No. 4 (January 11, 2003)
Revision or Review No. 5 (January 15, 2004)
Revision or Review No. 6 (January 10, 2005)
Revision or Review No. 7 (January 3, 2006)
Revision or Review No. 8 (March 27, 2007)
Revision or Review No. 9 (September 6, 2007)
Revision or Review No. 10 (June 3, 2008)

PERSONNEL:

The Owners of Wagner-Meinert, Inc. have the ultimate responsibility for the Hazard Communication Program. They have designated the Safety Director to manage the Hazard Communication Program.



Hazardous Materials List and MSDS Index (Appendix 7A)

<u>PRODUCT NAME</u>	<u>CHEMICAL NAME</u>	<u>TAB</u>
105 Solvent	Mixture See MSDS	3
1001 EnSolv	Propyl Bromide Mixture	3
520 Adhesive (Armaflex)	Mixture See MSDS	2
520 Adhesive MSDS - Armstrong	Mixture See MSDS	2
Acetylene	Ethyne	4
Acti-Brite	Inorganic Acids	3
Acti-Klean	N/A	3
Alki-Foam	N/A	3
Anhydrous Ammonia	Ammonia	10
AP Armaflex Products	Mixture See MSDS	9
Argon Gas	None	4
Argoshield 25C	None	4
Argoshield 8C / 10C	None	4
ASI #502 Silicone Sealant	Mixture See MSDS	9
Bio-Fresh	Germicide Cleaner	3
Bio-Fresh	Germicide Cleaner	3
Bio-Fresh-4126	Mixture See MSDS	3
Bitumastic 300 Part A	Mixture See MSDS	8
Bitumastic 300 Part B	Mixture See MSDS	8
Bitumastic Super Service (Black)	Mixture See MSDS	8
Blaster-PB Penetrating Catalyst	Mixture See MSDS	3
Blue Max Stainless Wire	Mixture See MSDS	11
C-3 Refrigeration Oil	Hydrotreated Naphthen	7
C-4 Refrigeration Oil	Hydrotreated Naphthen	7
C-5 Refrigeration Oil	Hydrotreated Naphthen	7
Calclean-HD-rtu	Mixture See MSDS	3
Carbon Dioxide	Carbonic Anhydride	4
Confidence Plus Cleaner	Mixture See MSDS	3
Dowfrost Heat Transfer Fluid	Mixture See MSDS	10
Dowtherm SR-1 30/70	Mixture See MSDS	10
Dowtherm SR-1 Heat Transfer Fluid Dyed	Mixture See MSDS	10
Electric Murex 6010 Welding Rod	Mixture See MSDS	11
Ethylene Glycol	Ethylene Glycol Ether	3
Ethylene Glycol	Mixture See MSDS	10
Excalibur 7018 Welding Rod	Mixture See MSDS	11
Excalibur 7018-1 Welding Rod	Mixture See MSDS	11



Hazardous Materials List and MSDS Index (Appendix 7A)

<u>PRODUCT NAME</u>	<u>CHEMICAL NAME</u>	<u>TAB</u>
Fleischmanns Vinegar	Acidic Acid	3
Frick #11	Polyalphaolefin	7
Frick #9	Priporitary	7
Genetron 11	Trichlorofluoromethane	10
HBC-30 (Aerosol)	Mixture See MSDS	3
High Silver Brazing Alloys	Mixture See MSDS	5
HIT HY 150	Mixture See MSDS	2
HIT HY 150 Max	Mixture See MSDS	2
Hydrochloric Acid	Hydrochloric Acid	12
Hydro-Kleen Concentrate	Potassium Hydroxide	3
Insta-Seal 3X	Mixture See MSDS	9
Intercool P-323	Mixture See MSDS	10
Isopropyl Alcohol	Isopropyl Alcohol	12
Jet-LH 7018 A1-B2L MR Welding Rod	Mixture See MSDS	11
Jet-LH 7018 A1-MR Welding Rod	Mixture See MSDS	11
Nitrogen	Nitrogen	4
NU-22	Mixture See MSDS	10
Oxygen	Oxygen	4
PB Penetrating Catalyst	Mixture See MSDS	3
PBP-70 PVC and CPVC Primer	Mixture See MSDS	3
Perma-Seal	Mixture See MSDS	9
Petro-Gel	Mixture See MSDS	6
Plumber Heat-Pruf Grease	Petroleum Hydrocarbo	5
Polyco Adhesive	Tetrahydrofuraqn	2
Polyco Vinyl Plastic Jacketing	Vinyl acetate copolymer	2
Premium High Vacuum Pump Oil	Refined Petroleum Oil	7
Propylene Glycol	Mixture See MSDS	10
R-12 Forane	Mixture See MSDS	10
R-22 Forane	Mixture See MSDS	10
R-500 Forane	Mixture See MSDS	10
R-502 Forane	Mixture See MSDS	10
Rector Seal No. 5	Pipe Thread Sealing Compound	2
Rector Seal No. 9	Better Bubble Leak Detector	3
Rectoseal No. 9	Mixture See MSDS	3
Refrigeration Oil 109952	Refined & Treated Oil	7
Rubatex Adhesive	Mixture See MSDS	2



**Hazardous Materials List and
 MSDS Index
 (Appendix 7A)**

<u>PRODUCT NAME</u>	<u>CHEMICAL NAME</u>	<u>TAB</u>
Safety-Kleen 105 Solvent Recycled	Mixture See MSDS	3
Safety-Kleen 105 Solvent Recycled	Mixture See MSDS	3
Silver Zinc Primer	Mixture See MSDS	3
Silver Zinc Primer	Mixture See MSDS	3
Silver Zinc Primer	Mixture See MSDS	8
Silverbraz	N/A	5
Soapstone	Non-Hazardous	12
SS-3 Stainless Steel Cleaner	Mixture See MSDS	3
Suniso 3GS Refrigeration Oil	Petroleum Oil Noibn	7
Tetrahydrofuran	Highly Flammable	3
Tetrahydrofuran	Mixture See MSDS	3
Thermofit Heat-Shrinkable Polymeric Products	Mixture See MSDS	9
Thinner #10	Xylene, Ethyl Brenzene	8
Thinner #2	Xylene, Ethyl Brenzene	8
Ultra Flux Silver Brazing Flux	Mixture See MSDS	5
Vaccum Pump Oil 13203, 13204	Mixture See MSDS	7
Vic Lube 05.02.pdf	Mixture See MSDS	7
Vilter 717	Iso Paraffinic; Semi-Synthetic Base	7
Virginia No 10 Degreasing Solution	Blend of Organic Solvents	3
Virginia Scale Remover Liquid	Mixture See MSDS	3
Welding Rod Fleetwood 5P+	Mixture See MSDS	11
Z.R.C. Cold Galvanizing Compound	Esterified Epoxy Based Primer	8
ZEP Cherry Bomb	Mixture See MSDS	7
Zinc Rich Primer	Mixture See MSDS	8